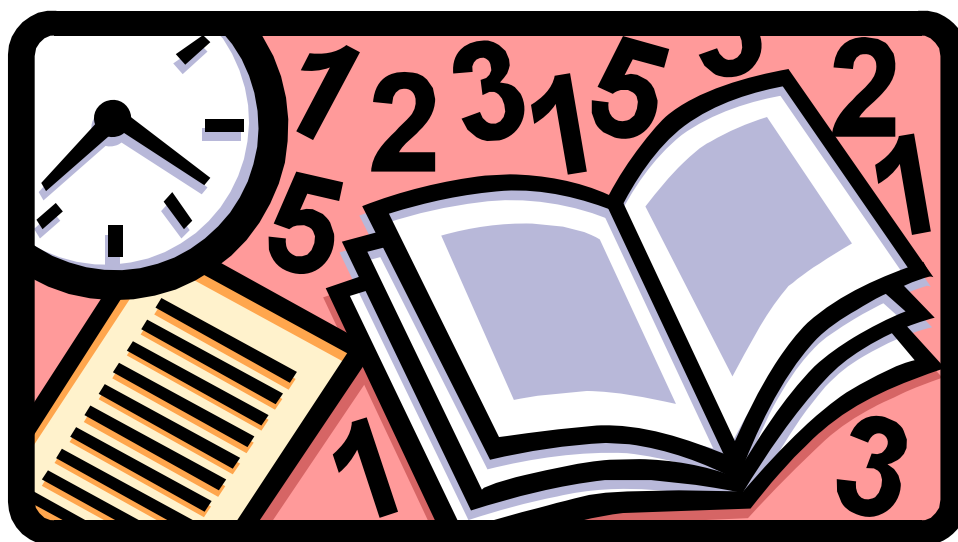


School Food Service
Certification Program

Forms
&
Guidance



Effective: Summer 2004

Kentucky SFS Certification Program

702 Kentucky Administrative Regulation 6:045

EDUCATION AND HUMANITIES CABINET
Department of Education
Office of Administration and Finance

702 KAR 6:045. Personnel; food service employee qualifications.

RELATES TO: KRS 156.160

STATUTORY AUTHORITY: KRS 156.070, 156.160

NECESSITY AND FUNCTION: KRS 156.160 requires the State Board of Elementary and Secondary Education to adopt regulations deemed necessary or advisable for the protection of the physical welfare and safety of public school children. This regulation prescribes necessary qualifications and training of beginning school food service employees.

Section 1. No person shall work, or be allowed to so work, in a school kitchen unless he or she is physically and mentally able to do so safely and satisfactorily.

Section 2. Beginning with the 1989-90 school year, a condition of initial employment in a school kitchen shall be completion of the beginning school food service personnel training course prescribed by the State Board for Elementary and Secondary Education and issuance of a Kentucky school food service employee certificate by the Commissioner, based upon evidence submitted to the Kentucky Department of Education, Division of School Food Service, from a certified instructor that all training requirements have been fulfilled under the provisions of this regulation. The prescribed training course for certification of beginning school food service personnel shall consist of the following instructional units and minimum instructional clock hours:

School Food Service Rules and Regulations – 1 hour;
Sanitation – 1 hour;
Safety and First Aid – 1 hour;
Food Preparation and Merchandising – 1 hour;
Equipment Use and Care – 1 hour;
Efficient Use of Resources – 1 hour; and
Nutrition Education – 1 hour.

Section 3. Those incumbent school food service personnel who voluntarily complete the beginning school food service personnel training course shall also be issued a Kentucky school food service certificate as prescribed in Section 2 of this regulation.

Section 4. Beginning with the 1990-91 school year, all certificate holders shall be required to renew their certificates annually by satisfactorily completing a minimum of four (4) hours of in-service training conducted by a certified instructor and relevant to the curriculum established under the standards set forth in Section 2 of this regulation.

Section 5. The local school food authority may issue a temporary school food service employee permit if it is necessary to initially employ an applicant on an emergency basis as a replacement or additional staff position; provided that the applicant meets the qualifications set forth in Section 1 of this regulation. This permit will be valid only for a period of forty (40) work days and shall be non-renewable. In order to continue working after this forty (40) day period has expired, the applicant shall fulfill the requirements of Section 2 of this regulation.

Section 6. Beginning substitute school food service personnel shall fulfill the following requirements:

Be employed with a temporary permit for forty (40) work days from the date of employment;
A substitute certificate shall be issued upon completion of four (4) hours of training as defined in Section 2 of this regulation in the following areas: Equipment Use and Care; Safety and First Aid; Sanitation; and Food Preparation and Merchandising
Renewal of this certificate shall be based upon satisfactorily completing one-half of the requirements specified in subsection (2) of this section.

Kentucky SFS Certification Program

Optional Assessment

1. Employee Name: _____ 2. School Year: _____

3. District: _____ 4. Date(s): _____

5. Name of regulatory section(s) being tested:

6. Has this training helped you grow professionally? ___Yes ___No

7. Will this training be useful to you in your job? ___Yes ___No

8. What did you learn today? Be descriptive.

9. How do you plan to use the information you learned today?

10. At future training sessions, what topics would you like to have included?

DO NOT WRITE BELOW THIS LINE – TRAINER EVALUATION AREA

11. Trainer Name: _____

12. ___I certify that the above employee HAS completed appropriate assessment in the sections listed above by (check any that apply):

___Interacting satisfactorily in topic discussion

___Satisfactorily completing written assessment

___Showing satisfactory knowledge of topics covered

___Other – Explain: _____

13. ___I certify that the above employee HAS NOT completed appropriate assessment in the sections listed above because (check any that apply):

___Did not interact satisfactorily in topic discussion

___Did not satisfactorily complete written assessment

___Did not show satisfactory knowledge of topics covered

___Other – Explain: _____

Kentucky SFS Certification Program Temporary School Food Service Permit

In accordance with section five of 702 KAR 6:045, the _____ Board of

Education is issuing this temporary school food service permit to _____.

This permit is valid for a period of forty (40) work days and is non-renewable. In order for this employee to continue working after the 40 day period, they shall fulfill the requirements of the State School Food Service training regulation.

Signature

Title

Date of Issue

Kentucky SFS Certification Program

Application for Trainer

Name of Applicant: _____

Place of Employment: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Employment History:

Current Position: _____ # Years Employed in This Position: _____

I certify that the information contained herein is correct and that I will provide training using the State approved curriculum/materials.

Signature Title Date

As the immediate supervisor, I recommend/require that this applicant be approved to participate as a trainer in the Kentucky School Food Service Certification program.

Supervisor's Signature Title Date

Return application to:

Kentucky Department of Education
Division of School & Community Nutrition
500 Mero Street
Frankfort, KY 40601

Kentucky SFS Certification Program

Alternative Curriculum Approval

A separate form should be completed for each session for which you are requesting approval.

Title of Training Program Being Submitted: _____

Curriculum must fall into one of the regulatory areas listed below. NOTE: Each session submitted must provide enough materials or training to provide training for at least one hour in one or more of the following:

- ☐ School Food Service Rules and Regulations – 1 hour;
- ☐ Sanitation – 1 hour;
- ☐ Safety and First Aid – 1 hour;
- ☐ Food Preparation and Merchandising – 1 hour;
- ☐ Equipment Use and Care – 1 hour;
- ☐ Efficient Use of Resources – 1 hour; and
- ☐ Nutrition Education – 1 hour.

Name of Provider (who will actually provide the training): _____

Name of Company or Organization (if applicable): _____

Place of Employment of Provider: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

If you are not a Kentucky school food service director, complete the following:

Professional References (at least 3 required):

Name	Relationship	Address	Phone

Description of Any Planned Activities (lecture, demonstration, etc.):

List the skills/behaviors that will be measured and the method of assessment (participant satisfaction indices are not sufficient):

What is the estimated cost to participants? _____

Identify materials participants will receive during training (if any). Any handouts, manuals or materials must be submitted along with this form when requesting approval.

Describe any credentials, certificates, training and/or experience qualifies this individual to conduct training on the specified topic? Be specific as to dates and institutions.

I certify that the information contained herein is correct and that if approved I will provide only this specified training for use in the Kentucky School Food Service Certification Program.

Signature

Title

Date

Return application to:

Kentucky Department of Education
Division of School & Community Nutrition
2545 Lawrenceburg Road
Frankfort, KY 40601

Kentucky SFS Certification Program

Synopsis of SFS Certification Curriculum and Approved Alternative Curriculum

REGULATIONS AND REQUIREMENTS	
Level I	Background and Goals of School Food Service
	Meal Patterns
	Offer versus Serve Provision
	USDA Donated Foods
Level II	Understanding Offer versus Serve
	Identifying a Reimbursable Lunch/Breakfast
	Breakfast Meal Pattern
Level III	Effective Meal Count Procedures
	Count and Cash Reconciliation
	Point of Service
Level IV	Donated Foods as a Resource in Child Nutrition Programs
	Receiving and Storage of Donated Foods
	School Level Reporting and Recordkeeping for Food Distribution Program
Level V	Coordinated Review Effort
	Local Monitor Reviews
SANITATION	
Level I	Critical Areas of Food Service Sanitation
	Food-borne Illness Precautions
	Personal Hygiene and Transmission of Bacteria
	Sanitary Storage Procedures
Level II	Major Causes of Food-borne Illness
	Purpose of Sanitation Inspections
Level III	Sanitation Techniques Relating to Food Storage, Handling and Purchasing
	Arrangement of Storeroom
	Shelf Life/Out-of-Condition Foods
Level IV	Video Resources: Handling Food Safely, Food Safety is No Mystery, How to Avoid Food Poisoning and Contamination, and Kentucky Food Service Regulations
Level V	Video Resources: Sanitation and Food-borne Illness; Personnel and Foodservice Sanitation; Purchasing, Receiving and Storing Food; Time/Temperature Control; Food Display and Service; Cleaning and Sanitation; Facilities and Equipment; Pest Control; and Maintaining High Standards of Sanitation
SAFETY AND FIRST AID	
Level I	Major Types of Injuries in Food Service
	Major Causes of Accidents in Food Service
	Types of Fires and Fire Extinguishers
	Potentially Dangerous Chemicals in Food Service
Level II	Steps to Take in Minor Injury
	Heimlich Maneuver
Level III	General Safety Practices in Food Service
	Operating Equipment According to Safety Procedures
	Practicing Accident Prevention
Level IV	Video Resources: Job Safety for Food Service Workers, Kitchen Safety, Someone's in the Kitchen, A Case of Mistaken Identity, and Setting Up a Risk Management Program
Level V	Video Resources: OSHA '91, Bloodborne Pathogen Orientation, American Red Cross Standard First Aid, and Bloodborne Pathogens: Standard Instruction for School Staff

FOOD PREPARATION AND MERCHANDISING	
Level I	Basic Food Preparation Terms
	Using Standardized Recipes
	Merchandising Opportunities in School Food Service
Level II	Nutritive Value of Vegetables
	Vegetable Preparation Techniques for Nutrient Retention
Level III	Nutritive Value of Meats
	Meat Preparation Techniques for Nutrient Retention
Level IV	Yeast Bread Preparation, Ingredients, Nutritive Value, Variations
	Importance of Using a Recipe
Level V	Increasing Participation Through Promotion of Program (Creative Menus, Food Presentation, Attractive Eating Environment and Special Promotions).
EFFICIENT USE OF RESOURCES	
Level I	Job Descriptions
	Work Schedules
	Work Simplification
	Measuring by Volume and by Weight
	Characteristics of a Good Food Service Employee
Level II	Advantages of Work Simplification Principles
	Comfortable Working Positions and Conditions
	Proper Storage Procedures
Level III	Physical and Perpetual Inventories
	Receiving, Storage and Inventory Procedures
Level IV	Utilization of Leftover Food, Monetary Value, Preparation, Recording on Production Record
Level V	Utilization of Donated Foods in Program
	How Commodities are Purchased and Distributed
NUTRITION EDUCATION	
Level I	Relationship Between Meal Patterns and Food Groups
	Food Preparation for Nutrient Retention
	Dietary Guidelines Relating to Sodium, Sugar, Fat and Fiber
	Promoting Good Nutrition Practices Cooperatively with Classroom Teachers
Level II	Nutrition Basics
	Food Preparation Techniques to Assure Nutrient Retention
	More Dietary Guidelines Relating to Sodium, Sugar, Fat and Fiber
Level IV	Snack Foods
	Nutrient Density of Foods
	Reading Food Labels
	Calculating Teaspoons of Fat by Reading Labels
Level V	Feeding Young Students and Disabled Children
	Techniques for Altering Texture of Food
	Special Equipment and Utensils for Feeding Disabled
STATE-APPROVED ALTERNATE CURRICULUM	
	Cost Control Manual
	Menu Design Manual
	Healthy Edge Material
	American Heart Association Manuals
	Nutrition and Feeding Persons with Special Needs Manual
	Changing the Course (American Cancer Society Manual)

Kentucky SFS Certification Program Guidance/Clarifications

Trainers

Trainers for the School Food Service Certification Program must meet one of the following criteria to attend Train-the-Trainer sessions authorized or conducted by School & Community Nutrition:

Be a district level classified school food service director;

Be a private sponsor administrator

Be a certified teacher;

Have a minimum of four-year post-secondary training in skills essential to food management operations;

Have written permission/authorization from school food service director, private sponsor administrator or local school board.

Certifying Substitutes

Substitutes are required to be certified initially in Sanitation, Safety, Food Preparation and Equipment and these areas must be from the Level I Curriculum.

Substitutes may be recertified with two areas of any level(s) curriculum or approved alternative curriculum.

If a substitute, as an initial employee, takes the four required areas mentioned above, and is hired full-time within the same school year, he/she must also complete Regulations and Requirements, Use of Resources and Nutrition Education from the Level I Curriculum to provide a full Level I Curriculum training. The employee will then be considered a full-time employee for purposes of certification.

If a substitute, as an initial employee, takes the four required areas mentioned above, and is hired full-time the following school year, he/she must also complete Regulations and Requirements, Use of Resources and Nutrition from the Level I Curriculum AND one additional area from any level. The employee will then be considered a full-time employee for purposes of certification.

NOTE: Before any substitute employee may be certified as full-time, he/she must have completed ALL sections of Level I.

School & Community Nutrition recommends that when you initially certify your substitute employees, you test them in all 7 areas of Level I. This means that at any time, the substitute is ready to become a full-time employee.

Alternative Curriculum

Alternative curriculum is any curriculum or materials that are not a part of the School & Community Nutrition levels or the State Approved Alternative Curriculum.

Alternative curriculum must be submitted to School & Community Nutrition for approval. No alternative curriculum will be approved retroactively.

School food service directors/private sponsor administrators wanting to acquire training for their employees from an external source and have it count toward SFS Certification, must complete and submit an Alternative Curriculum Approval form along with any format, discussion, materials or testing/assessment tools that will be used. Use of alternative curriculum is subject to approval by School & Community Nutrition.

Upon approval or denial, School & Community Nutrition staff will respond to the requesting school food service director/private sponsor administrator in writing and any approved alternative curriculum will be designated as crediting toward one or more of the seven regulatory areas. School & Community Nutrition reserves the right to require an oral presentation.

If the alternative curriculum is to be taught by an external source, that source must be an established organizational structure including legally chartered or organized status (representative of a school district or other institution, representative of industry, or a consulting firm, etc.) AND must be able to show evidence of educational certification, training and/or experience.

The school food service director/private sponsor administrator is responsible for administering all assessments and ensuring that all required paperwork and documentation is retained.

Kentucky SFS Certification Program

SFS Certification Tracking Form

District: _____ **School Food Service Director:** _____ **FY:** _____

[illegible]